

Hr For Small Business For Dummies

HR Hacks is More Than Just a Go-To HR Guide for Each Area of Human Resources....it provides inside tips and tricks to managing your HR function faster and easier! Created specifically for the small business HR department, HR Hacks is perfect whether you are a HR Department of One, Office Manager trying to get a handle on HR or a Business owner "stuck" understanding human resources. With Its customizable templates provided electronically, It's a time-saving tool to help YOU run an efficient and compliant HR Department. HR Hacks provides all the tips, tools and templates you need to tackle every aspect of HR without reinventing the wheel. It's the must-have tool every HR office should have to help improve processes and eliminate wasted time and headaches! We address Compliance, Recruiting, Onboarding, Training, Compensation, Benefits and Technology. The full employee life cycle is addressed with each to use ideas. Updated for 2020 with new tools and templates, here's what you get in the book: Over 36 customizable forms & templates for all areas of HR that you can download and use immediately Compliance chart geared to small businesses Directions and digital templates for writing an Ethics Policy, Anti-harassment Process, Travel program and more! Process for completing I-9's and a step-by-step guide for auditing your I-9's Post offer medical questionnaire to minimize workers comp liability HR Assessment Guide to see where you are today and what you need to work on Checklists to ensure employee

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handbook and all your HR function are up to date Ways to prioritize your 1,000,000 responsibilities Practical recommendations on performance management and recruiting Digital templates for all forms... and much more! Get the 2020 edition of HR Hacks, downloadable digital files for all templates and LIFETIME access to our Private Online Facebook Community for just \$147!

"Provides the legal information for those in charge of human resources at small to medium 501(c)(3) organizations. It explains how to identify, face and resolve daily legal issues related to hiring, compensation, letting employees go, dealing with volunteers, and communicating with employees"--Provided by publisher.

Learn from Today's Most Successful Workforce Analytics Leaders Transforming the immense potential of workforce analytics into reality isn't easy. Pioneering practitioners have learned crucial lessons that can help you succeed. The Power of People shares their journeys—and their indispensable insights. Drawing on incisive case studies and vignettes, three experts help you bring purpose and clarity to any workforce analytics project, with robust research design and analysis to get reliable insights. They reveal where to start, where to find stakeholder support, and how to earn "quick wins" to build upon. You'll learn how to sustain success through best-practice data management, technology usage, partnering, and skill building. Finally, you'll discover how to earn even more value by establishing an analytical mindset throughout HR, and building two key skills: storytelling and visualization. The Power of People will be invaluable to HR

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executives establishing or leading analytics functions; HR professionals planning analytics projects; and any business executive who wants more value from HR. The SHRM Essential Guide to Employment Law is your One-Stop Legal Reference to Employment Law. It simple, straightforward language on everything HR professionals, employers, and small business owners need to know about their relationship with their employees in order to comply with the law and protect themselves and their business from legal action. Covering more than 200 workplace law topics, the Guide provides an overview of U.S. workplace laws, regulations, and court decisions that employers, large or small, are likely to face, as well as what pitfalls to anticipate and when to seek professional advice. Each chapter offers general principles, highlights key issues, and provides specific examples and suggestions to help make the employer-employee relationship run more smoothly.

Introduction to Business covers the scope and sequence of most introductory business courses. The book provides detailed explanations in the context of core themes such as customer satisfaction, ethics, entrepreneurship, global business, and managing change. Introduction to Business includes hundreds of current business examples from a range of industries and geographic locations, which feature a variety of individuals. The outcome is a balanced approach to the theory and application of business concepts, with attention to the knowledge and skills necessary for student success in this course and beyond.

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HR For Startups is a book designed for founders, managers, and investors of fast-growing companies. Based on extended interviews of 30+ experts, co-founders, CHROs, headhunters, CEOs, COOs, coaches, and VCs, it offers concrete tools and frameworks to put in place in a startup or scaleup. The book also provides several concepts and references to think about the different HR challenges and design the best solutions. Human resources doctrine needs to be fully tailored to a specific company, its industry, its people, and its DNA. Somebody's solution may become your problem and your flawed policy could become somebody's solution. The conclusion could be paralysis: if there is no one-size-fits-all solution, why bother looking for answers? What became my conviction is different: you cannot rely on ready-to-install procedures, but you can learn from principles, from mistakes and successes to design your own solution.

How the Best Companies are Skipping HR and Winning the Future of Work with People Ops People Operations: Automate HR, Design a Great Employee Experience, and Unleash Your Workforce explains how leaders at small- and medium-sized businesses can stop spending time on HR administration—"paperwork"—and start focusing on the "peoplework" that truly fuels employee growth and productivity. Authors Jay Fulcher, Kevin Marasco, Tracy Cote of Zenefits, the leading people operations platform, provide readers with a playbook for creating a massive competitive advantage by eliminating antiquated approaches to HR. The book takes a look at how work has changed and

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what companies need to do about it, and the new approach they must take to processes, systems, and best practices. You'll learn how to eliminate busywork and hassle, and how to use that newfound time and capital to empower your biggest asset: your people. You'll receive the end-to-end guide to: Digitizing legacy HR functions Using robots for the busywork you hate Employing software to design and improve your employee experience Assembling and empowering your "people team" Utilizing the included plans and templates to guide each stage of your business transformation Perfect for managers, leaders, small business owners, and executives, People Operations is perfect for anyone who wants to optimize HR, maximize their workforce investment, support their employees, and modernize their business.

A Wall Street Journal bestseller From the CEO and President of the Society for Human Resource Management (SHRM) comes the ultimate book on transforming the way we select, retain and train our employees in a radically changed business environment. With the growth of remote work and an increased focus on diversity and inclusion, companies are increasingly finding themselves in “wars for talent” as they source and recruit candidates from all over the world. They need to find new ways to contact people and new sources of talent. They need to create an enduring and tangible culture that helps everyone feel empowered to do their best work. And they need to develop inclusive organizations that leverage differences for growth and innovation. Informed by more than 70 years of experience and expertise and propelled by extensive original

SHRM research, *Reset* delivers a candid and forward-thinking vision for leaders to reimagine their company cultures in a time of global upheaval. Part call to action, part strategic roadmap, *Reset* challenges business leaders' underlying assumptions about workers and the workplace, delivers practical strategies for finding and keeping the talent needed to make businesses successful, and introduces dynamic tools to sustain that success over the long haul. Now is the time for leaders to completely reimagine, reorganize, and Reset their operations to create a more daring, resilient and sustainable future. This is the book that will guide them exactly when they most need it. The *Payroll Book* is the only book that demystifies payroll with clear, concise, and real-world examples on how to tackle the process. "The *Payroll Book* will be a valuable resource for the small business owner as well as for the entrepreneur planning a new venture. Thorough, well-organized, and thoughtfully written, this practical guide is an essential tool for managing the payroll process." —Marilyn K. Wiley, Dean, College of Business, University of North Texas "Failing to comply with the withholding, tax remittance, and report filing requirements in handling business payroll carries a high cost. Charles' book will guide entrepreneurs through the minefields of payroll processing and reporting in language that business owners can understand. Whether you already own or are planning to start your own business, *The Payroll Book* is an essential tool." —James A. Smith, Past President and Chairman, Texas Society of CPAs "If accounting is something you have not paid keen attention to in your startup, then this book can demystify the whole thing for you and then some! Logically set-up and highly practical in its approach! I highly recommend this book for any startup, entrepreneur, and,

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frankly, anyone thinking about starting a business. That said, if you already started a business it's just as important—this is a must-read!" —Hubert Zajicek, CEO, Co-founder and Partner, Health Wildcatters "Wow! This is the most comprehensive book of its kind. I have worked in payroll for over 25 years, and I would recommend this book as a reference to anyone who has a hand in payroll. From the novice just entering the field to the seasoned veteran, there is something in this book for everyone." —Romeo Chicco, President, PayMaster

From well-respected human resources and corporate training experts Jeanne C. Meister and Karie Willyerd, a must-read guide to the innovative strategies that the best companies are using to create a workplace that the best talent chooses—both today and in 2020. In *The 2020 Workplace*, Meister and Willyerd offer a battle plan to start winning tomorrow's employees today.

HR for Small Business explains in simple, clear language what business owners and managers need to know about their relationship with their employees in order to comply with the law and protect themselves and their business from being sued.

HR for Small Business An Essential Guide for Managers, Human Resources Professionals, and Small Business Owners Sphinx Publishing

Many small businesses need direction in human resources management. Small businesses generally are not large enough to hire their own Human Resources Manager, but are still in need of human resource information and tools. In some cases with smaller companies, this responsibility is the burden of the owner, a "senior" staff member who is not trained in Human Resources (HR) or in a worst case scenario, no one. With these in mind, this is the main objective of this Human Resource Guidebook. This Guidebook is an informational kit to help

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small businesses deal with the key human resources activities. It is also designed to provide these small business owners and managers with tools and techniques to develop their HR skills. This Guidebook will provide an overview and importance of each of the key HR activity as well as the processes involved. It contains components which are aimed at providing both essential information and additional support for small businesses. Understanding that you may be busy, this Guidebook is also structured to get to the point and provide you with quick information as well as templates and forms which you can easily amend to suit your business needs.

"This book addresses the issues of HRM in SMEs by providing a channel of communication to disseminate knowledge; including management philosophies, culture, and management practices"--Provided by publisher.

Drawing on research, this book explains how to decide on which functions to outsource, choose a vendor, negotiate a contract, relate the changes to employees and outsource functions such as staffing, training and benefits via a 12-stage plan. It also shows how to utilize external services.

Today's business environment is volatile, uncertain, complex, and ambiguous (VUCA), which presents huge challenges for organizations that seek to build capabilities that can provide advantages now and in the future. How can they leverage their people to effectively compete in this environment? View from the Top: Leveraging Human and Organization Capital to Create Value brings together some of today's leading chief human resource officers and other HR thought leaders to share their expertise in addressing this very question. Through case studies, conceptual models, and empirical research, these authors provide a roadmap to help HR

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leaders develop and implement HR strategies that will build their organization's human and organization capital as a source of competitive advantage.

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton,

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Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

Well-managed employment relationships can be a secret to business success, yet this factor is relatively poorly understood when it comes to small and medium-sized enterprises (SME's). Written by active researchers with teaching experience, this book brings together the fields of entrepreneurship and human resource management for the first time, providing entrepreneurship students with a solid grounding in HRM as well as a platform for further critical engagement with the research. The concise and authoritative style also enables the book to be used as a primer for researchers exploring this under-developed terrain. As the only student-focused specialist book on human resource management in entrepreneurial firms, this is vital reading for students and researchers in this area, as well as those interested in small business and management more generally.

PEOs: THE BEST-KEPT SECRET FOR SMALL BUSINESS SUSTAINABILITY AND

SUCCESS Never heard of a professional employment organization? Well, you're not alone.

Yet PEOs have been providing the single most valuable set of services to small business owners for decades, allowing them to do what they do best--serving their clients and selling their products or services. After all, the administrative burdens that are thrust upon today's small business owner are immense; since 1980 there has been an increase of over 400 percent in employment related laws and regulations. What budding entrepreneur wants to be distracted by shopping for health insurance once a year, going through workers' compensation

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audits, sitting through unemployment hearings, stressing over an OSHA fine, creating employee handbooks, or paying out a big tax penalty because they didn't file something on time? A PEO handles all of this and more for its clients at a cost that is usually less than what the employer would pay by doing it themselves! We Are HR is the new HR handbook, designed to educate small business owners and industry professionals on the origins and future of PEOs, while highlighting the strong value proposition and overwhelming advantage small business owners have when leaving HR to the experts. The bottom line: when you have a tax problem, you call a CPA. If you have a legal problem, you call an attorney. And after reading this book, when you've got an HR problem, you'll call a PEO.

The Little Black Book of Human Resources Management is loaded with lessons not learned in a book. Instead, it is the product of over 20 years of scraped knuckles and attaboys earned while leading HR in public and private organizations. The book shares hard-won advice on what works in a wide range of HR topics, from reductions in force to paying for performance to managing workers compensation to leadership training. But readers will also benefit from experience in the often surprising aspects of HR work that are rarely discussed but are invaluable to success in the role, such as- What all organizations expect from the HR leader, like it or not- The one thing above all else that the company President really wants from the HR leader- How an HR leader can spot the A players and the problem children in the first month on a new job- How to answer the employee who asks if layoffs are coming - and they are

Written in a conversational, often humorous style, The Little Black Book of Human Resources Management will shave a few points off the learning curve of anyone looking to advance in the field of human resources management.

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Finding and keeping good employees is crucial to the success of every business, but it's not easy. This book will show small-business owners how to develop a human resources plan tailored to their needs. From hiring and orientation to developing company policies and negotiating employment contracts, this book covers the essentials of employee management. Like all the books in the 101 for Small Business series, each topic in the book is explained in simple language and is illustrated with real-world examples, checklists, and forms. Whether a business has 1 or 100 employees, the third edition of *Employee Management for Small Business* provides the tools and knowledge required to take an active and positive approach to maintaining an effective human resources plan.

Human Resource Management in Small Business fills a gap in our understanding of economic performance. Small businesses are more numerous, have more employees, and contribute more to the economies of nations throughout the world than do large organizations. This book examines a range of issues, including the significance of human resource management (HRM) practices to small business success, the management of work hours and work stressors, work and family issues, succession planning, employee recruitment and selection, and managing staff. It also explores how individuals develop HRM skills, and learn from their own and others' experiences. The role of HRM practices in successful small businesses is illustrated through a range of case studies. Including contributors who are internationally recognized academics from a range of countries; this book will prove to be an essential resource for postgraduate students and academics in management. Professional managers and owners in SMEs will also discover great insights from this admirable book.

As the industry's foremost voice for human resources certification, the HR Certification Institute

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has brought together the world's leading HR experts to share insights on our profession through this inaugural Institute-sponsored publication that is being distributed globally in an effort to advance the HR profession. Seventy-three human resources thought leaders from across the globe volunteered to contribute their expertise to this compilation of wisdom regarding the HR profession. Together, their contributions offer a comprehensive look into the critical issues transforming human resources—one of the fastest-growing professions in the workplace and one that is being influenced by many factors, including technological developments and globalization.

The small business HR professional has a unique work environment. For one, HR departments in small businesses are typically quite small, often consisting of only one or two employees. Because of this, these HR professionals are usually expected to be generalists able to answer all HR-related questions. But because there are only one or two of them, they are also expected to be specialists in those same areas. With so much responsibility, how do small business HR professionals have time to focus on their own professional development? And where to start? This is the first book in the "Making an Impact in Small Business HR" Series. Your handy, authoritative guide to small business HR Packed with practical tips and advice on how to handle tricky people situations in the workplace, this friendly guide shows anyone without a ton of HR experience how to correctly—and legally—utilise HR practises within a small business. From hiring to firing, managing performance to leading change—and everything in between—HR For Small Business For Dummies ensures you and your organisation are prepared for whatever may come knocking on your human resource department's door. Written by a team of authors that runs PlusHR—an organisation that provides outsourced HR services

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to small- and medium-sized companies—HR For Small Business For Dummies offers a thorough and accessible understanding of what HR is, how it works and what key UK legislation you need to know to resolve issue-led HR problems. Throughout the book, the emphasis is on communication and how you may need to tweak your strategy as your business grows, while special attention is given to how an owner's personal style of leadership and management impacts everyone within a company. Build a recruitment strategy and establish successful HR practises Understand your legal and financial responsibilities as an employer Minimise your growing or shrinking pains—for you and your people Avoid the pitfalls of discrimination, bullying and unfair dismissal If you're an SME owner, director or practitioner who needs to know more about HR issues and how to best resolve them, HR For Small Business For Dummies cuts through the clutter and offers practical, day-to-day guidance on running an effective HR department.

Fast-Track the Growth of Your Business With Effective Strategies for Hiring Best Employees and Managing Them to Their Fullest Potential! Do you know that old saying - the chain is as strong as its weakest link? The same can be said for business, and in the world of small businesses, the links that guide you towards success are you as owner and your employees. How to ensure that every link is solid and unbreakable? With excellent managing skills. You see, if not managed properly, employees will be inefficient, and productivity will drop, which ultimately leads to the business going under. That's why you need to understand the importance of effectively managing your employees so that they can always give 100%. Would you like to become a skilled manager? Would you like to fast-track the growth of your business? Would you like to manage your employees with ease so that everyone is happy? If

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so, you are in the right place because with *Human Resources Essentials: Employee Management & HR Planning Simplified*, you will learn all of that and much more! With this guide, you will get step-by-step guides and expert strategies that will transform you into a skilled manager that knows what to do - manage employees effectively, make them happy and productive, develop strategies for recruiting and hiring new employees, etc. From hiring and orientation to developing company policies and negotiating employment contracts, you have the opportunity to select and nurture employees who will most closely fit your company's objectives.

Introduces a realistic approach to leading, managing, and growing your Agile team or organization. Written for current managers and developers moving into management, Appelo shares insights that are grounded in modern complex systems theory, reflecting the intense complexity of modern software development. Recognizes that today's organizations are living, networked systems; that you can't simply let them run themselves; and that management is primarily about people and relationships. Deepens your understanding of how organizations and Agile teams work, and gives you tools to solve your own problems. Identifies the most valuable elements of Agile management, and helps you improve each of them.

"Provides an easy-to-use practitioner-based reference guide to build, expand, and improve fundamental human resource practices to integrate HR as a strategic component in the success of small businesses and start-up companies. Features include: HR essential policies and practices with adaptable tools and templates Talent management strategies for small companies/start-ups. Change management strategies during expansion and growth. A supplemental professional development assessment for leaders/managers"--

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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Where the strategy of staffing and business align. Strategic Staffing prepares all current and future managers to take a strategic and modern approach to the identification, attraction, selection, deployment, and retention of talent. Grounded in research but full of real-world examples, this text describes how organizations can develop a staffing strategy that reinforces business strategy, leverages staffing technology, and evaluates and improves staffing systems. This edition includes new and relevant topics on staffing that readers will be able to immediately apply in their future careers—including a discussion on how Twitter and Facebook can be used for sourcing and managing staffing systems.

Today, the biggest priority and concern for business leaders is retaining employees in a competitive talent marketplace. The reality is, a serious employee engagement problem is costing trillions each year in turnover. With the explosion of retiring boomers, it is time to rethink the way we onboard new employees. If you are struggling with employee turnover and your current, ineffective onboarding system, *How to Drive Retention in the First 90 Days* is the answer. The author is in the trenches and faces this challenge every day managing her own organization. This book explains the reasons for out-of-control turnover, what kind of leader is necessary to conquer the problem, and a how to implement a *¿tried and true¿* system that will engage your star employees even before they step foot through the door.

ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and

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registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products. Packages Access codes for Pearson's MyLab & Mastering products may not be included when purchasing or renting from companies other than Pearson; check with the seller before completing your purchase. Used or rental books If you rent or purchase a used book with an access code, the access code may have been redeemed previously and you may have to purchase a new access code. Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code. Check with the seller prior to purchase. -- Directed primarily toward undergraduate courses in human resource management, this text also provides practical content to current and aspiring industry professionals. Fundamentals of Human Resource Management covers a wide range of HR topics and shows readers the importance of human resource management within the restraints of a compact semester. Offering a wealth of functional examples and applications, this text emphasizes the notion that all managers need basic human resource management skills. This edition is the first text on the market to build its core around the talent management process--which the author defines as the goal-oriented and integrated process of planning, recruiting, developing, managing, and compensating employees. Note: This is the standalone book, if you want the book/access card order the ISBN below: 013335508X / 9780133355086 Fundamentals of Human Resource Management Plus MyManagementLab with Pearson eText -- Access Card Package Package consists of: 0132994909 / 9780132994903 Fundamentals of Human Resource Management 0133020215 / 9780133020212 MyManagementLab with Pearson eText -- Access Card -- for Fundamentals of Human Resource Management

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In *The First 20 Hours*, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and

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what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, *The First 20 Hours* will help you pick up the basics of any skill in record time . . . and have more fun along the way.

The Australian small business owner's guide to making human resources easy More than 87 percent of Australian workplaces are small businesses employing fewer than 20 people. These small business owners know their markets, know their customers, and know how to make their small business run. What they may not know is the "people stuff." *HR for Small Business For Dummies, Australian Edition*, explains the simple ins and outs of human resources for businesses too small to have a dedicated HR staff. When it comes to the daunting task of complying with employment regulations, small businesses are treated no differently than big businesses, so it's imperative for small business owners to understand the regulatory framework that governs every phase of the employee/employer relationship in Australia. Presents

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practical guidance on every major aspect of human resources for Australian small businesses Covers key topics including recruitment, paperwork, workplace conflict, non-discrimination policies, wages, superannuation, workers compensation, unfair dismissal, redundancy, and more Includes links to downloadable online resources, including checklists, sample forms, model policies, and guides Ideal for small business owners and entrepreneurs, students of human resources, and independent contractors looking to grow their business When it comes to hiring and managing employees in your small business, failing to understand human resources and employment regulations can cost you a bundle. HR for Small Business For Dummies makes human resources easy—so you can focus on business.

This textbook familiarises students with the theory and practice of small business management and challenges assumptions that may be held about the way small business management can or should adopt the management practices of larger firms. For students interested in establishing and managing their own small firm, this book helps them to focus their thinking on the realities of life as a small business owner-manager – both its challenges and its rewards. For postgraduate students that are keen to ‘make a difference’, this text enables them to understand how they might consult to small firms and assist owner-managers to establish and grow their ventures. In addition to students, this book is also useful to small business owner-managers as a general guide on how they might better manage their operations. Managers in large

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corporations and financial institutions who deal with small businesses as clients or suppliers, and professionals such as accountants, lawyers and consultants who provide advice and other services to small businesses will also find the book of interest. Align HR practices with your objectives and keep your company competitive A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people. Now, more than ever, businesses recognize that finding (and keeping) a highly skilled and motivated workforce is pivotal to success. Maybe you're a business owner and your company is growing, or you're an employee at a small- to midsize-company and management has asked you to take on some—or all—of their HR functions. Either way, knowing how to set up and implement successful HR practices (not to mention navigating the legal minefields in today's increasingly regulated environment) can be tricky. *Human Resources Kit For Dummies* is your one-stop resource for learning the nuts and bolts of HR. It gives you forms and templates that you can put to immediate and productive use. New information on anti-discrimination legislation; measuring performance; hiring, firing, and retaining employees; and training and development plans The latest info on online and social media policies Updated forms and contracts, from job application forms and sample employee policies to performance appraisals and benefit plan worksheets If you're currently working in Human Resources or are responsible for employees in your business, the tools presented here help you maximize the effectiveness of your own HR program.

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